

Design Review Amendment Administrative

Submit Application
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness
Follow the checklist provided

Accepted

Returned

1st Review

Missing Information Provided

Approved

Returned for
Corrections

Accepted

Withdraw
Submittal

Subsequent Submittals

Approved

Returned for
Corrections

Notice of Decision**

Inactive cases
are closed after 180
days

The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Examples of Design Review Amendment Administrative

- Within a previously approved site plan, new structures of 5,000 square feet or less, and additions of 5,000 square feet or less to an existing or approved building;
- For Employment zoning districts, additions to an existing or approved building within a previously approved site plan that are less than 50 percent of the gross floor area;
- Revisions to approved Final Design Review plans that meet the standards of the Zoning Code, will not expand, intensify, or substantially change any approved site plan, landscape plan, or structure, and are consistent with the intent of the original approval;
- Locations of outdoor retail sales and merchandise displays or outdoor patios not designated on a Final Design Review plan;
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#) (see page 6 of current General Plan)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel /Aerial Map
- ☐ Exhibit 4: Master Site Plan and/or Site Plan and Detail Sheets (as appropriate for the request)
- ☐ Exhibit 5: Landscape Plan and Detail Sheet(s) (as appropriate for the request)
- ☐ Exhibit 6: Grading and Drainage Plan(s) and Detail Sheet(s) (as appropriate for the request)
- ☐ Exhibit 7: Color and Materials Board(s) (as appropriate for the request)
- ☐ Exhibit 8: Colored Elevation(s) (as appropriate for the request)
- ☐ Exhibit 9: Floor Plan(s) (as appropriate for the request)
- ☐ Exhibit 10: Water Conservation Forms (as appropriate for the request)
- ☐ Exhibit 11: Photometric Plan and Detail/Cut Sheet(s) (as appropriate for the request)
- ☐ Exhibit 12: Letter from Architectural Review Committee / Property Owner's Association / Home Owner's Association (if applicable to the site)
- ☐ Exhibit 13: Other Exhibits (as appropriate for the request)

Checklist

☐ Exhibit 1: Property Owner Authorization

- ☐ Signed Letter of Authorization from property owner.

☐ Exhibit 2: Project Narrative

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length.
- ☐ Describe the existing business and surrounding environment and what is being proposed (added, removed or altered);
- ☐ Describe before and after changes, provide all new specifications and how the project and surrounding businesses and environment will be affected;
- ☐ Note the impact of the changes on the site plan, parking, landscaping, building or lighting as applicable.

☐ Exhibit 3: Parcel /Aerial Map

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s).

☐ Exhibit 4: Master Site Plan and/or Site Plan and Detail Sheets

- ☐ Vicinity Map with the site and major streets noted;

- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Project data table including: gross and net acres, parking, percentage of landscape area, gross building square footage, etc; Dimension property lines, building setbacks, required landscape areas, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
- ☐ Location and size of parking spaces, the number of spaces required and provided; (provide a typical dimension parking stall), bicycles spaces required and provided.
- ☐ Location and size of any existing/proposed building(s) or structure(s);
- ☐ Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
- ☐ Method of screening and details for parking, **storage** and loading areas;
- ☐ Locations and method of screening of existing and proposed utility equipment (ground mounted and/or roof mounted);
- ☐ Depict adjacent parcels and/or structures within 300 feet;
- ☐ Freestanding sign locations;
- ☐ Visibility triangles;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Service Entry Section (SES) location;
- ☐ Fire-riser room location.

NOTE: [Standard Commercial and Industrial Site Plan Notes](#) must be included on an exhibit within the project submittal.

☐ **Exhibit 5: Landscape Plan and Detail Sheet(s) (as appropriate for request)**

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Scale, north arrow, and exhibit date;
- ☐ Project data table including square footage and percentage of on-site landscaping square footage and percentage of public right-of-way (off-site) landscaping;
- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- ☐ Contour lines for retention basins and earthen berms;
- ☐ Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- ☐ Location and design of parking and service area screen walls.

☐ **Exhibit 6: Grading and Drainage Plan(s) and Detail Sheet(s) (as appropriate as request)**

- ☐ Copy of approved grading and drainage plan.
- ☐ Proposed grading and drainage plan.

☐ **Exhibit 7: Color and Materials Board (as appropriate as request)**

- ☐ Electronic Color & Material Board (staff may request hardcopy if necessary).

☐ **Exhibit 8: Colored Elevations (as appropriate as request)**

- ☐ Graphic scale and date;
- ☐ All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;

- ☐ Color and Materials Table with name, manufacturer product identification;
- ☐ Elevations of parking and/or other accessory structures;
- ☐ Roof drainage method noted;
- ☐ Roof mounted mechanical and/or electrical equipment dimensioned and dashed in with method of screening depicted;
- ☐ Location of proposed and/or existing signage;
- ☐ Location, type and mounted height of proposed wall mounted lighting fixtures.

☐ **Exhibit 9: Floor Plans (as appropriate as request)**

- ☐ Graphic scale (comparable to elevation scale) and date;
- ☐ Gross floor area, interior space distribution with dimensions;
- ☐ Service areas;
- ☐ Exterior walls and interior partitions;
- ☐ Fenestration;
- ☐ Doors and door swings;
- ☐ Stairs and elevators, including roof access;
- ☐ Location of fire riser room.

☐ **Exhibit 10: Water Conservation Forms (as appropriate as request)**

- ☐ Exhibit 10a (Non Per Capita Conservation Program (NPCCP) Forms
 - o [Non-Residential or Hotel/Motel Facility](#)
 - o [Multi-Family and Congregate Care](#)
 - o [Single-Family](#)
- ☐ Exhibit 10b Multiple and Large Meter User (MLM) Forms
 - o [New Developments](#)
 - o [Existing Developments](#)

For: New non-residential (commercial, industrial, public facility, or institutional developments), or any new meter additions to current developments. Residential, including multifamily, DO NOT need to complete this form. Must use Excel format. Only complete the “MLM User Form” tab. For questions completing the form, contact the Water Resources & Conservation Coordinator (480) 503-6896.

☐ **Exhibit 11: Photometric Plan and Detail/Cut Sheet(s) (as appropriate as request)**

- ☐ Site Plan Photometric with location of lighting fixtures and the type of outdoor lighting to be installed;
- ☐ Description of the outdoor light fixture, including supports and other appurtenant devices;
- ☐ Manufacturers’ catalog cut sheets and drawings for each proposed fixture.

☐ **Exhibit 12: Letter from Architectural Review Committee, Property Owner’s Association / Home Owner’s Association**

- ☐ Letter from Architectural Review Committee or Property Owner’s Association or HOA stating their approval of this project.

☐ **Exhibit 13: Other Exhibits (as appropriate for the request)**